

**Summary of updates to the  
Commodity Supplemental Food Program  
Policies and Procedures Manual**

**Date: April 2011** – If no other notations, web addresses were updated.

- Section 1.1        Program Administration (4/11)
- Attachment 1.1    What is CSFP? (4/11)
- Section 2.6        Waiting Lists (4/11)  
Attachment reference was corrected in G.3.
- Attachment 2.2    Income Guidelines (Effective April 2011)  
Annual update
- Attachment 2.3    The Commodity Supplemental Food Package is (4/11)  
Ultra high temperature (UHT) milk was added. This item will be available  
beginning July 2011 as the supply of evaporated milk is exhausted.
- Attachment 2.4    H&SS Referrals (3/11)  
Web addresses were updated.
- Section 3.3        Outreach Efforts (4/11)
- Attachment 3.1    CSFP Brochure for Women, Infants & Children (4/11)
- Attachment 3.2    CSFP Brochure for general use (4/11)
- Attachment 3.3    CSFP Brochure for use with older adults (4/11)
- Section 4.1        Nutrition Education (4/11)
- Attachment 4.1    Nutrition Resources on the Web (4/11)
- Section 5.1        Multi-food Ordering and Receiving (4/11)  
Paragraphs G and H were updated removing the requirement to complete form  
FNS 57.
- Section 5.2        Ordering and Receiving Direct Shipments (4/11)  
Revisions provide instructions for placing direct shipments orders thru the  
Web Based Commodity Supply Chain Management (WBSCM) system.
- Attachment 5.7    Issues and Phy Inv Wkst for CY2011  
Commodity lists updated to match the FNS 153 for calendar year 2011.
- Section 6.2        Training and Technical Assistance (4/11)
- Section 11.1       Civil Rights (4/11)

**Summary of updates to the  
Commodity Supplemental Food Program  
Policies and Procedures Manual**

**Date: September 2, 2010**

Attachment 5.2    Food Order Worksheet (9/10)  
The format was changed to display the issue factors. Updates were made to include new packaging of juices and additional pasta items.

Attachment 6.1    Monitoring Review – CSFP Contract Agencies (9-10)  
In Section IV, Civil Rights, question 3. was modified to include the requirement to display the Federal Relay Service poster next to the Civil Rights poster.

Attachment 6.2    Monitoring Review – CSFP Distribution and Certification Sites (9-10)  
In the Civil Rights section, question 3. was modified to include the requirement to display the Federal Relay Service poster next to the Civil Rights poster.

Section 8.2        Administrative Costs (8-10)  
Paragraph C was revised to include the requirement to describe how the purchase of equipment will be made in a manner to provide open and free competition.

Attachment 8.3    Commodity Supplemental Food Program Contractor Report Schedule (9/10)  
References to ECOS were updated to WBSCM as appropriate. The due date for multi-food requisitions was updated.

**Date: August 5, 2010**

Table of Contents    Revisions were made to reflect new and renumbered attachments.

Section 3.1        Caseload Management  
Revisions were made to be consistent with revisions to Section 2.6 and to describe proper caseload management. Attachments 3.1 Caseload Averaging Worksheet and 3.2 Caseload Averaging Scenarios were removed. The numbers on the remaining attachments in Chapter 3 were revised.

Section 3.3        Outreach Efforts  
References to the Attachments were updated.

Section 5.1        Multi-Food Ordering  
Revisions were needed with the implementation of the Web Based Supply Chain Management (WBSCM) System.

Attachment 5.1    Level 1 Access to eAuthentication  
Attachment 5.1 Multi-Food Requisition is obsolete and has been deleted. This

## **Summary of updates to the Commodity Supplemental Food Program Policies and Procedures Manual**

new attachment provides directions for obtaining level 1 access to USDA's eAuthenticaiton, a requirement for access to WBSCM.

- Attachment 6.1    Monitoring Review – CSFP Contract Agencies  
In Section V, Financial Management, question 1.d. was modified to assure new site information is submitted as required and the Claim Worksheet was modified to reflect a review of three monthly claims.
- Section 11.1       Civil Rights  
Paragraph A –The requirement to post Federal Relay Service Poster next to the “And Justice for All” was added.  
Paragraph D – Information about the on-line resource for annual Civil Rights Compliance Training was added.
- Attachment 11.2   Federal Relay Service Poster  
This new attachment was added. Original Attachment 11.2 was renumbered to Attachment 11.3

**Date: June 10, 2010**

- Attachment 6.1    Monitoring Review – CSFP Contract Agencies  
Question number 4 in Section V, Financial Management is revised to assure compliance with 7 CFR 3019.
- Section 11.1       Civil Rights  
Paragraph A – Information about the “And Justice for All” poster was revised.  
Paragraph B – Deadline for submitting the FNS 191 was changed to June 15<sup>th</sup> making it consistent with Attachment 8.3 Contractor Report Schedule.

**Date: May 19, 2010**

- Attachment 2.4    Health and Social Services Referral Information  
Revisions were made to some contact information and website references.

**Date: November 4, 2009** – The following updates have been made to the Commodity Supplemental Food Program (CSFP) Policies and Procedures primarily as a result of the new one month certification procedures.

- Attachment 6.1    Monitoring Review – CSFP Contract Agencies  
Revisions were made to provide oversight of the new one month certification procedures. Other minor revisions and updates were made including the addition of a Certification and Distribution Site Summary Worksheet and a Monitoring and Training Worksheet. Changes are highlighted in yellow within the document.

**Summary of updates to the  
Commodity Supplemental Food Program  
Policies and Procedures Manual**

Attachment 6.2    Monitoring Review – CSFP Distribution and Certification Sites  
Revisions were made to provide oversight of the new one month certification procedures. Other minor revisions and updates were made. Changes are highlighted in yellow within the document.

**Date: July 10, 2009** – The following updates have been made to the Commodity Supplemental Food Program (CSFP) Policies and Procedures to implement one month certification procedures and revised monthly distribution rates.

Section 2.6    Waiting Lists  
Purpose and Paragraphs B were revised. Paragraph G was added to facilitate caseload management. The State authorizes one month certification periods to be offered to waiting applicants in accordance with stated procedures.

Attachment 2.5 B    One Month Certification Statement and Sign-In Sheet  
New form created for procedure described in Section 2.6, Paragraph G.

Attachment 5.3A    Food Pkg Max Monthly Distribution Rates  
New rates are described for infant formula, juice, and pasta due to new packages sizes being procured. Rates added for Chili.

Attachment 5.3B    Food Pkg Max Monthly Distribution Rates  
New rates are described for infant formula, juice, and pasta due to new packages sizes being procured. Rates added for Chili.

**Date: October 21, 2008** – The following updates have been made to the Commodity Supplemental Food Program (CSFP) Policies and Procedures to implement the provisions of the Food, Conservation, and Energy Act of 2008 (Public Law 110-246) Section 4221 eliminating the preference in CSFP for women, infants, and children.

Section 2.1    Certification.  
Paragraphs B and L were revised to remove references to priority categories.

Section 2.6    Waiting Lists  
References and Paragraphs A and C were revised. Paragraph G was moved to become paragraph D. Paragraph D was revised and moved to paragraph E. Paragraph E was moved to paragraph F. Paragraphs F, G and H were deleted.

Section 2.7    Adverse Action Notification  
The phrase “higher priority” in the second sentence in Paragraphs B was removed.

Section 2.8    Certification Period  
Table 1 was revised removing references to priority for women, infants and children. Paragraph B, D and E were revised. Certification periods for elderly

**Summary of updates to the  
Commodity Supplemental Food Program  
Policies and Procedures Manual**

participants may be shortened. Certification periods for women, infants and children may not be shortened.

**Section 2.10 Dual Participation**

The word “either” was removed from the last sentence in paragraph D for grammatical reasons.

**Attachment 2.1C Elderly Participant Extension of Certification Period**

Reference to “no women, infants and children waiting to be served” was removed as a criteria for extension of certification period.

**Attachment 2.5 Waiting List**

The column for Priority Category was removed.